

# **HPCOS81**

## **Research Project for Honours**

**Why do you need to know...**



## **Learning Unit 4:**

## Table of Contents:

<b>1</b>	<b>Research Proposal Layout.....</b>	<b>3</b>
1.1	General .....	3
1.2	Page layout .....	3
1.3	Numbering of paragraphs .....	3
1.4	Documents and files.....	4
1.5	Cover page.....	4
1.6	Table of contents.....	4
1.7	Headers.....	4
1.8	Footer.....	4
1.9	Section Breaks .....	5
1.10	Reference list .....	5
<b>2.</b>	<b>Layout of your research proposal .....</b>	<b>5</b>
2.1	Your document must have the following layout:.....	5
2.2	Time .....	5

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# 1 Research Proposal Layout

## 1.1 General

As a postgraduate student (especially one in an Information Technology field) it is expected of you to only submit typed work. SoC does not accept any handwritten work at master's and doctoral levels. We expect our postgraduate students in Computing to have unlimited access to a computer and to the internet.

The aspects described in the following paragraph will assist in terms of you and your computer.

## 1.2 Page layout

The following settings apply when you specify the properties of your document:

Margin	Left 2.5 cm and the rest 2 cm
Line spacing	1.5
Letter size	12
Letter type	Arial
Justification	Full
Indentation	None
Page numbering	Bottom (right or middle)
Chapter number and name	Top right
Header	With the Title of the document
Footer	With the page number, your student name and number

## 1.3 Numbering of paragraphs

All headings and associated sub-headings must be numbered systematically. The following needs to be kept in mind:

The first digit of numbering should indicate the chapter number (in the case of dissertations and theses). Thus, the introduction paragraph to chapter 3 would be:

### 3.1 Introduction

Sub-headings preferably follow a decimal point system up to four decimal points and, after that, bullets are used. (In certain instances, your supervisor might ask you to use longer digital numbering depending on the complexity of the information given.)

Note the format and technical aspects of headings and sub-headings in the example on the next page.

## **1.4 Documents and files**

Create a folder on your computer in which you can systematically file all versions of your work.

Never put more than one chapter or version of a chapter in one file – not even the final dissertation. Keep all chapters as separate documents; with their individual page numbers. On completion of the dissertation/thesis, chapters can be numbered consecutively. This would also aid in sending chapters as attachments via the internet. Most service providers have a maximum limit in terms of mega-bytes that can be transferred at any one time.

Keeping each chapter as a separate document will ensure that only one chapter or version of the chapter will be at risk should the file become corrupted or be lost.

Remember to save back-up copies of your work. Keep at least two updated versions of your dissertation/thesis elsewhere in addition to the one on the hard disc of your computer. This will ensure that you would be able to retrieve your work should anything go wrong with your computer.

Number the versions of submissions by indicating either the date of submission/resubmission (e.g. Malinga\_Chapter2\_May2015) or the version (the number of times submitted, e.g. MalingaProposal\_V3).

## **1.5 Cover page/Front matter**

A cover page containing your personal details, including your Unisa student number. After the cover page is a Title page with the Title of your research project.

## **1.6 Table of contents**

Create a Table of contents with page numbers. This Table of content must be auto generated by the “headings” of your document.

## **1.7 Headers**

Add header to your document to indicate each chapter on the right hand side of the page.

## **1.8 Footer**

Add footer to your document to indicate your student name and number on the left hand side and a page number on the right hand side.

## **1.9 Section Breaks**

Use section breaks in your WORD document to change to indicate different section/chapters in your document.

## **1.10 Reference list**

Create a reference list using your reference manager software.

## **2. Time**

Time: Writing a research project is very time-consuming as is any other academic work. You will be able to incorporate aspects of a well-written project into your dissertation or thesis (often as the first chapter). The time taken to produce an acceptable project should, therefore, not be viewed as a delay in completing your study. Consequently, you may have to write and rewrite the drafts several times before producing the final document. This also means that the project may be returned to you for imp

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